



Contractors/Vendors/Service Providers working with the City of Austin Parks and Recreation Department are required to obtain a Certified Criminal Background Report with fingerprinting for all staff who provide services to this facility at the **Contractor's expense**.

The following providers are available to provide the background check and fingerprinting services following the guidelines outlined by the City of Austin.

ALERT! *If you opt to utilize another service provider or want to see if your current background/fingerprinting results are valid, please contact the Parks and Recreation Human Resources Department at 512-974-6733 or via email at Pard-HR@austintexas.gov.*

Step 1: Background Check

Texas Department of Public Safety is a service provider you can use to check your employees background.

Overview

http://www.dps.texas.gov/administration/crime_records/pages/overview.htm

Here is a link that explains "How to Search the Criminal History Database"

<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/About.aspx>

To perform a criminal history record search you must create a CRS Public Website Account and purchase credits for each search you will perform.

Step 2: Fingerprinting

Iden-To-Go is a service provider you can use to obtain background fingerprinting results. This site will inform you how to schedule your fingerprinting appointment and the information you need to take to the appointment with you.

Iden-To-Go

<https://uenroll.identogo.com/>

Service Code is 111VVQ

<https://uenroll.identogo.com/workflows/111VVq>

When filling out the fingerprinting form, there's an opportunity for the applicant to say where the results can be sent. This is where the applicant can enter the results to be sent to the employer.



Step 3: Send Results

Send background and fingerprinting results to your City of Austin site contact. Please note, **the vendor should not send CBI results.**

You only need to send a signed copy of the pass/fail letter (see screen shot example) on your company letterhead indicating the staff who had their background checked.

The memo on the vendor’s company letterhead should include all of the information noted on the sample CBI report.

1100 Starcourt Drive
Austin, Texas 78700
512-123-4567

Date: July 17, 2019

Contract Holder (Agency's Name): Scoops Ahoy

Responsible Person: Jonathon Scoops

Name of Program: Ice Cream Making

PARD Facility/Park: Duffie Recreation Center

Agency Conducting CBI: Texas Department of Family & Protective Services (DFPS)

Last Name	First Name	Date of Birth	Date of Successful CBI	Date of Employment
Scoops	Jonathon	01/15/1990	06/28/2019	10/01/1995
Harrington	Steve	04/05/1967	06/28/2019	05/30/1996
Hinkle	Robin	11/27/1969	07/07/2019	05/30/1996

I certify that the above names have completed and obtained a successful Criminal Background Investigation (CBI) with fingerprinting and are currently in good standing with this program.

Jonathon Scoops
Scoops Ahoy, Owner